

Firearms/Toolmarks Discipline Purchasing Supplies and Services

1 Scope

This procedure applies to the appropriate Firearms/Toolmarks Discipline (FTD) personnel, to include unit purchase card holder, who are responsible for purchasing any supplies and services or administering the services of the unit equipment. This procedure applies to the procurement of supplies and services that affect the quality of examinations performed in the following categories of testing:

- Firearms
- Toolmarks
- Serial Number Restoration

2 Procurement of Supplies/Services

- Consult with the unit purchase card holder on the methods for completing the appropriate request and documentation of supplies/services utilized during examination. In the absence of a purchase card holder, the Unit Chief (UC) will ensure another unit purchase card holder or a member of the Planning & Budget Unit is consulted.
- Supplies must comply, where appropriate, with specifications defined within specific standard operating procedures.
- Consult with the unit purchase card holder for any supplies/services utilized during examinations that require a purchase requisition.
- When in-store purchases are made, an inventory of the supplies purchased will be recorded on the receipt, where appropriate.

3 Receipt of Supplies

- Purchased supplies will be inventoried when received. Satisfactory inventory of supplies received will be recorded on the shipping invoice or receipt.
- When delivered supplies are received in the laboratory, the unit purchase card holder or designee will check the original Purchase Request or appropriate record to ensure they are in agreement. Notation of this inventory will be made on the receipt or appropriate record with the initials of the recipient.
- Purchasing records will be retained electronically by the unit purchase card holder or designee in the Enterprise Process Automation System (EPAS).

4 Receipt of Equipment from Service

- The receipt and/or shipping invoice of requested services will be inventoried upon receipt of the equipment at the appropriate laboratory location. Satisfactory inventory of the equipment returned and records of the services provided will be recorded on the receipt.
- The unit purchase card holder or designee may conduct an additional check against the original Purchase Request or appropriate record to ensure they are in agreement. Notation of this inventory will be made on the receipt or appropriate record.
- Purchasing records will be retained by the unit purchase card holder or designee in the EPAS.

5 Storage

Purchased chemicals or reagents made in-house will be stored in appropriate storage containers/locations until they are used. Additionally, chemicals or reagents described in an FTD Standard Operating Procedure will undergo a performance check prior to use. Records of these performance checks will be maintained in the appropriate laboratory location, specifically those designated areas where gunshot residue distance determination and serial number restoration examinations are routinely performed.

6 Evaluation of Distributors and/or Service Providers

The Calibration Maintenance Administrator will ensure a list of approved providers of critical services for instruments/equipment is maintained. The list can include records of service evaluation when appropriate.

Rev. #	Issue Date	History
1	04/18/11	Updated title. Updated section 1 to reflect title change. Section 2 revised to include in person purchases. Section 3 revised to include the documentation of supplied received. Section 5 revised to indicate where list of critical service providers is located and their evaluations.
2	10/02/17	Original issue for Firearms/Toolmarks Discipline, which includes the Firearms/Toolmarks Unit and the Scientific Analysis Unit/Toolmark Group. Existing document modified to include the Huntsville, AL satellite location.

Approval

Redacted - Signatures on File